

Executive Branch  
Miscellaneous Group  
Communication Series

**DEPUTY DIRECTOR FOR COMMUNICATIONS**

12/98 (JAS)

*Summary*

Under general direction, as department head, manage the City's various communication and back-up auxiliary power systems.

*Typical Duties*

Participate in projects to plan, develop, integrate and evaluate customization, construction, installation and overhauling of equipment, facilities and programs. Involves: conferring with end users to ascertain and forecast future departmental and City needs for acquisitions or replacements; acting as the City's primary business liaison with hardware and software engineering consultants, technical representatives, systems vendors and construction contractors to negotiate for and monitor functional suitability of designs and specifications, and progress toward meeting project completion obligations; performing financial analyses to assess feasibility of alternative communication systems; conducting bid processing in conjunction with Purchasing; collaborating with other public agencies on equipment service and private businesses on facilities use; arranging for and introducing major changes in systems service and components.

Organize implement and coordinate radio, telephone, dispatch equipment, video, microwave, fiber optic and allied equipment operations and maintenance for the City and approved outside agencies. Involves: ensuring that processes for testing, diagnosis and repair of communication circuitry are economical; collaborating with City and independent technical advisors to establish and enforce standards for customer service, material quality, safety precautions and functional performance; overseeing development and maintenance of operating procedures, upkeep programs and end user manuals; monitoring user departments to detect abuse of radio and telephone services; and disseminating Federal Communications Commission and City additions, changes and deletions to licensing and radio usage rules and regulations of allied compliance guidelines, and approving or preparing submission of requests for new local, regional, state and federal radio frequency assignments, and renewals and modifications; arranging for ongoing systems security; devising programs to guide and train departments on ways to fully maximize usage of available voice, data and telecommunications systems; providing for responses to alarms at radio and microwave tower sites as necessary, situation assessment and initiation of corrective measures.

Direct department administration. Involves: conducting cost-benefit, statistical or other analyses, and reviewing unit funding requests and suggestions for program improvements and staffing changes to prepare consolidated annual budget, and set and measure organization performance; participating in capital improvement planning by recommending new and modified facilities and equipment; monitoring use of budgeted funds by recording and analyzing purchase, repair, personal services and other costs to minimize expenditures for which accountable in accordance with established City financial policies and procedures; overseeing operation and upkeep of computerized inventory systems; obtaining and maintaining internal payroll and related employee records, requisitions and purchase order documents; monitoring execution of contracts for services and supplies in accordance with City procurement policies and procedures; preparing department equipment and material specifications.

Supervise, as appointing officer, designated exempt and nonexempt personnel. Involves: scheduling, assigning, instructing, guiding, checking and evaluating work, reviewing performance ratings by others and appraising performance; arranging for or engaging in employee training and development; enforcing personnel rules and regulations, standards of work conduct and attendance, and safe working practices; counseling, motivating and maintaining harmonious working among subordinates; settling grievances at the department level; hiring, terminating, counseling, disciplining, and changing employee status.

Perform miscellaneous related managerial and administrative duties as required. Involves: substituting , as qualified, for peers or subordinates during temporary absences by carrying out specifically delegated functions to maintain continuity of normal operations and services; conducting special studies; serving on ad hoc committees; preparing and presenting special and recurring reports and recommendations containing technical data and cost estimates effecting department activities for review by City officials and other executives; maintaining awareness of industry trends and technological developments.

**MINIMUM QUALIFICATIONS:**

Training and Experience: Graduation from an accredited college or university with a Bachelor's Degree in Business or Public Administration, or Electrical or Electronics Engineering or related field plus six (6) years

increasingly responsible professional administrative experience in operations or maintenance of various communications systems, or with associated design or construction projects, including three (3) years in supervisory capacity; or an equivalent combination of training and experience.

Knowledge, Abilities and Skills: Comprehensive knowledge of: capabilities and operations of state of the art communications systems; methods for adapting, installing and maintaining voice and data transmission equipment for municipal use; project planning and coordination; modern management principles and practices. Considerable knowledge of: federal, state and local radio and other communication systems installation and operation rules, regulations and procedures; personnel administration. Some knowledge of: engineering theories and terminology.

Ability to: direct construction, installation, operation and maintenance of a major integrated communications system; meet quantity, quality and timeliness goals and objectives of supplying diverse communications services Citywide; review engineering designs, working drawings, and specifications, and comprehend functionality of radio, microwave and digital data communications; determine project costs; recognize significance of malfunctions of hardware and software, and prioritized detection and correction of defects or outages; devise, implement and enforce complex communications systems operations and maintenance policies and procedures; compile and interpret technically intricate information, abstract considerations and nonstandard or changing situations affecting specifications and proposals, impartially and objectively exercise appointing officer authority, and enforce personnel rules and regulations, and recommend award or rejection of contracts; prepare budgets and control costs; establish and maintain effective working relationships with other departments and jurisdictions, officials, vendors, contractors, and consultants; communicate convincingly both orally and in writing which includes preparing and presenting thorough, clear and concise technical reports.

Skill in safe operation and car of: personal computers and generic business productivity applications or specialized voice and data communication systems software, and 4-wheel drive motor vehicle.

Physical Requirements: Occasionally: drive over rough terrain and through city traffic to inspect work sites; move moderately heavy objects (up to 50 pounds); reach overhead, and be exposed to inclement or adverse weather conditions and hazards of electricity when participating in making of emergency repairs, if necessary.

Special Requirements: Be available for work beyond standard workday or workweek hours as necessary; subject to on-call 24 hours per day, 7 days per week.

Licenses and Certificates: Texas Class "C" Drivers License or equivalent issued by another state.

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Director of Personnel

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Department Head